CFDA No. 45.024
NEAPS1005

Program Solicitation: *Creativity and Aging in America: Lifelong Learning in the Arts*

Proposal Receipt Deadline: July 21, 2010

The Arts Endowment requires organizations to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your proposal no later than 11:59 p.m. on the deadline date above. We strongly recommend that you **submit at least 10 days in advance of the deadline** to give yourself ample time to resolve any problems that you might encounter.

Background

The National Endowment for the Arts (NEA) has been interested and active in the area of creativity and aging for a number of years. In 1981, the agency established a national initiative that has created and supported a series of projects including:

- The May 2005 Mini-Conference on Creativity and Aging in America, which was convened to develop recommendations for the 2005 White House Conference on Aging. Participants focused on the importance and value of professional arts programming for, by, and with older Americans as a quality-of-life issue, and identified the need for arts organizations to embrace lifelong learning in the arts. They called for a national clearinghouse for resource development and technical assistance to bring arts, aging, education, and community groups together to involve older adults in sustained, high-quality arts programming. More information about the Mini-Conference can be found at: http://www.arts.gov/resources/Accessibility/aa/contents.html.

- A public/private partnership to support and oversee a three-year study, **"**Creativity and Aging: The Impact of Professionally Conducted Cultural Programs on Older Adults.**"** Conducted by George Washington University, this study measured and evaluated the effects that ongoing, professional arts programming has on the quality of life of older adults. It was the first study to measure specific changes in human physiology directly attributable to arts participation. The study demonstrated that active participation in the arts promotes mental and physical health among older adults living independently, improves the quality of life for those who are ill, and reduces risk factors that drive the need for long-term care. See the Creativity and Aging report at: http://www.arts.gov/resources/Accessibility/CnA-Rep4-30-06.pdf.

The Arts Endowment intends to build upon its past work in this area by creating a new resource to help professionals in the arts, education, and the field of aging improve arts learning opportunities for older Americans. For more information on the background of this initiative, visit the Accessibility section of the Arts Endowment's Web site at http://www.arts.gov/resources/Accessibility/index.html.

Scope of Work

The purpose of this Program Solicitation is to select an organization (Cooperator) to launch a technical assistance effort designed to advance arts opportunities for older Americans. In brief, the Cooperator will:

• As its primary task, create an online directory and resource database of national, state, and local arts learning programs for older Americans, identifying key services and best practices for artists working with older adults.

• Work with the Arts Endowment to create and convene a national task force to serve as a project resource for this activity.

• Develop a comprehensive, online training course for artists seeking to build skills for engaging older adults in high quality arts learning, including intergenerational activities.

• Create a basic online self-evaluation tool that will enable users to measure how successfully they have absorbed the training material and how well they understand the major competencies required.

• Work with the NEA Public Affairs Office, through the NEA Project Director, to develop and conduct a marketing and distribution strategy to disseminate and publicize the online resources to the arts, aging, and education communities.

Detailed Requirements

This project will be managed by the Arts Endowment's Office for AccessAbility in consultation with NEA Office of Research & Analysis and NEA Arts Education staff. The Cooperator will work with the NEA Project Director, and other NEA staff as appropriate, on all aspects of this project.

The Cooperator will:

1) Work with the NEA's Office for AccessAbility to refine the details and schedule of all components of this project.

2) Work with NEA's Office for AccessAbility to develop a pool of potential national task force members. These individuals will be expected to provide periodic input on various aspects of the project, including: identification of existing resources for the directory and database; potential partnerships that can be cultivated to benefit the project; potential networking opportunities that can be referenced by the database; and the overall content of the database and self-evaluation tool.

The task force must be composed of experts in the field, including a layperson, who reflect a wide geographic, ethnic, and minority representation as well as diverse aesthetic and cultural points of view. The following should be considered for representation:

- Arts administration.
- Artists working with older adults.
- Arts Learning.
- Universities/Community colleges.
- Cultural institution education departments.
- Arts in health care settings.
- Long-term care facilities.
- Senior centers.
- Retirement communities.
- State Arts Agencies (director or accessibility coordinator).
- Mental health professions.
- Foundations.
- Agencies representing older adults (e.g., AARP or Generations United).
- Arts service organizations (e.g., Americans for the Arts, National Assembly of State Arts Organizations, or Chorus America).

3) Contact potential task force members to inquire about their interest and availability in participating. Provide a proposed roster of up to eight task force members to the Arts Endowment for approval.

4) Provide to the NEA for approval a plan for convening the task force members. It is anticipated that the task force will convene initially in one in-person meeting, and subsequently by conference call. The Cooperator will be responsible for paying travel and per diem costs for any in-person meeting(s). Meeting participants must adhere to standards of conduct consistent with those reflected in the NEA's Standards of Conduct for Panelists dated March 24, 1997.

5) Convene the task force to gather suggestions about the online directory, database, and other project components.

6) Consult with task force members and meet with NEA AccessAbility, Arts Education, and Research & Analysis staff to discuss criteria for the online directory of exemplary arts programs for older adults and a methodology for discerning best practices. Selection criteria should include, at a minimum, the following. Programs that:

- Are conducted by professional artists.
- Involve older adults as creators themselves in the art form.
- Are on-going.

Subsequently, identify a target number of entries, including the number of best-practice descriptions. For examples of past Best Practices in Creativity and Aging, please see: http://www.nea.gov/resources/Accessibility/BestPractices.pdf.

7) Conduct research necessary to identify arts programs and best practices that should be included in this project.

8) Submit mock-ups of the online directory and accompanying database of best practice narratives to NEA's Office for AccessAbility for approval.

9) Develop the online directory and database. These resources must:

- Have a national geographic spread.
- Have the capability for interactive searches by arts discipline, location, and other factors, as well as the capability for updates and additions.
- Include brief program summaries, photos that illustrate the programs, and contact information for each organization.
- Be user-friendly and fully accessible to people with disabilities.

10) Meet with NEA AccessAbility, Research & Analysis, and Arts Education staff to discuss the content of and online formats for an online training course designed to train artists to work with older adults in a variety of settings, including those involving intergenerational participants.

11) Develop the online training course. This course should comprise a series of self-guided lessons focusing on the major competencies required for leading successful arts learning programs for older adults in diverse environments. The lessons should include:

- An overview of the aging process that includes conventional aging.
- Strategies for interacting with and teaching people who have physical and mental disabilities.
- Considerations for artists working in various settings, including retirement communities, senior centers, and long-term care facilities.
- Project planning and time management.
- Budget and administrative requirements, including artists' compensation and costs of materials.
- Recommended partnerships for enhancing the program, including guest artists, and guidance for developing these relationships.
- Best practices from successful programs.

12) Meet with NEA AccessAbility, Research & Analysis, and Arts Education staff to discuss the content of and online formats for the basic self-evaluation tool.

13) Develop a basic online self-evaluation tool that artists can use to measure how successfully they absorbed the training material and how well they understand the major competencies required for working with older adults in various settings.

14) Work with the task force to solicit input on, pretest, and troubleshoot the online directory and best practices database, the online training course, and the online self-evaluation tool.

15) Provide each component of this project (directory, database, training course, and self-evaluation tool) to the NEA for approval. As each resource is approved, post it online on the Cooperator's Web site. Make any updates or additions that are appropriate throughout the period of this Cooperative Agreement.

16) Work with the NEA's Public Affairs Office, through the NEA Project Director, to develop plans to market and distribute the online resources and training course to appropriate organizations, publications, and other sources in the arts, aging, and education fields. Implement the approved plans.

17) Submit to the NEA's Office for AccessAbility marketing numbers and online visitor statistics for project resources on the Cooperator's Web site.

18) No later than 90 days after the completion or termination of the Cooperative Agreement, submit to the NEA's Grants & Contracts Office/Cooperative Agreement Section and to the NEA Project Director, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425.

Responsibilities of the NEA Project Director

The NEA Project Director for this Cooperative Agreement will be the AccessAbility Director, who will work closely with NEA Arts Education and Research & Analysis staff on this project. The Project Director will:

1) Work with the Cooperator to refine the project plans and schedule.

2) Provide the Cooperator with suggestions for members of the national task force. Approve the final roster of members.

3) Approve the Cooperator's plans for convening meeting(s) of and otherwise consulting with the task force. Participate in these meetings and consultations as available and appropriate.

4) Along with NEA Arts Education and Research & Analysis staff, meet with the Cooperator to discuss criteria for the online directory and methodology for discerning best practices. With the Cooperator, identify a target number of entries.

5) Review and approve mock-ups of the online directory and accompanying database of best practices.

6) Along with NEA Arts Education and Research & Analysis staff, meet with the Cooperator to discuss the content of and online formats for an online training course designed to train artists to work with older adults in a variety of settings.

7) Along with NEA Arts Education and Research & Analysis staff, meet with the Cooperator to discuss the content of and online formats for a basic online self-evaluation tool for artists.

8) Review and approve each component of this project (directory, database, training course, and self-evaluation tool) before it is posted online.

9) Work with the Cooperator and the NEA's Public Affairs Office to develop marketing and distribution plans for this project. Give final approval to the proposed plans.

10) Act as liaison between the Cooperator and any other NEA staff (e.g., Arts Education, Research & Analysis, Public Affairs) that might be involved in this project.

Tentative Schedule

The schedule below is a very general, tentative schedule only. **Applicants should propose any schedule starting on or after December 1, 2010 that suits their organization.** The Arts Endowment will work with the Cooperator to refine dates as the Cooperative Agreement is developed.

December 1, 2010	Earliest start date for period of support.
December 2010	Cooperator refines project plans with NEA; works with NEA to develop task force.
Winter 2011	Initial meeting of task force members.
Winter 2011	Cooperator consults with task force members and meets with NEA staff to discuss and finalize criteria for directory and methodology for discerning best practices; conducts research on programs/practices to include; submits mock-up of directory and database to NEA.
Spring - Fall 2011	Cooperator continues research and develops directory and best practices database.
Fall 2011 - Winter 2012	Cooperator meets with NEA staff to discuss content and format of 1) online training course for artists, and 2) online

	self-evaluation tool. Develops these resources.
Winter - Spring 2012	Cooperator works with task force to pretest and troubleshoot online directory and best practices database, online training course, and online self-evaluation tool.
Spring 2012	Cooperator posts resources online as each is approved by NEA.
Spring 2012	Cooperator markets and distributes online resources and online training course.
May 31, 2012	Period of support ends. Cooperator submits marketing numbers and online visitor statistics to NEA.
August 31, 2012	Cooperator's final report due to NEA.

Award Information

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to $70,000.

There is no matching requirement for this Cooperative Agreement. However, the NEA welcomes proposals that include support for this project from other sources.

An organization may not receive more than one Arts Endowment award for the same project during the same or an overlapping period of support.

Period of Support

This Cooperative Agreement will begin no earlier than December 1, 2010, and may extend for up to 18 months.

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. To be eligible, the applicant organization must:

• Meet the Arts Endowment's "**Legal Requirements**" at the time of application.
• Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.
• Have at least a three-year history of advancing arts opportunities for older Americans.

How to Prepare and Submit an Application

Organizations are required to submit their applications electronically through Grants.gov, the federal government's on-line application system. **The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on July 21, 2010.** We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

All applicants must be registered with Grants.gov in order to submit their application. Organizations that are not already registered should allow at least two weeks to complete this multi-step process.

Step-by-step instructions for registering are available at **Get Registered**. If you have problems registering, call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at **Help**. The Grants.gov Contact Center is available 24 hours a day, seven days a week.

If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply.

See "How to Prepare and Submit an Application" on pages 11-18 for further instructions.

Application Review

Proposals will be reviewed on the basis of the following criteria.

The **artistic excellence** of the project, which includes the:

• Quality and creativity of the proposed approach to this project.

The **artistic merit** of the project, which includes the:

• Potential to enhance high quality arts learning opportunities for older Americans.
• Applicant's experience with similar or related projects.
• Degree to which this project correlates to the applicant's mission and programs.
• Strategy to publicize and disseminate the project resources.
• Likelihood that the project will achieve the identified outcome(s) and the feasibility of the proposed performance measurements.*
• Ability to carry out the project including the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.

* The Arts Endowment, along with other federal agencies, collects information on the projects it funds in order to track the results – or outcomes – of its activities. This information is compiled and reported to Congress and the public. The outcome the Arts Endowment intends to achieve through *Creativity and Aging in America* is: *Audiences throughout the nation have opportunities to experience a wide range of art forms and activities*. Within the context of this outcome, we ask all applicants to define what they would like to achieve, how they will assess the degree to which it is achieved, and, upon completion of the project, what they have learned from their successes and failures.

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all awards. It is anticipated that applicants will be notified of award or rejection in November, 2010.

Award Administration

Travel Policy

Travel costs -- including lodging, meals, and incidental expenses – must be reasonable and allowable in accordance with the Cost Principles contained in OMB Circulars A-122, A-21, or A-87 (and found in title 2 CFR, sec. 230, 220, and 225, respectively) as applicable. These costs must not exceed:

• Travel charges normally allowed by the applicant's institutional policy. (The selected organization must submit a copy of this policy, if it exists, to the Arts Endowment Grants & Contracts Office before a Cooperative Agreement can be finalized.)
• In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or matching funds can be used to support federal staff travel.

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts in its programs and related promotional material including publications and Web sites. The Arts Endowment may provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The Arts Endowment may enter into subsequent Cooperative Agreements with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process.

General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the General Terms and Conditions for Grants and Cooperative Agreements to Organizations.

Agency Contacts

If you have questions about programmatic requirements, contact:

Paula Terry
AccessAbility Director
202/682-5530
terryp@arts.gov
OR
Katie Lyles Levy
AccessAbility Specialist
202/682-5733
levyk@arts.gov

If you have questions about award administration, contact:

Nicki Jacobs
NEA Grants & Contracts Officer
202/682-5403
jacobsn@arts. gov

[REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the Arts Endowment. Call the Grants.gov help desk at 1-800-518-4726, e-mail **support@grants.gov,** or consult the information posted on the Grants.gov Web site at **Help**. The Grants.gov Contact Center is available 24 hours per day, seven days a week.]

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 20 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving its Program Solicitations and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 621, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. NOTE: Applicants are not required to respond to this collection of information unless it displays a currently valid U.S. Office of Management & Budget (OMB) control number.

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How to Prepare and Submit an Application

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The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on July 21, 2010. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. The Arts Endowment will not accept late applications. In addition, you may have a better experience if you submit outside of Grants.gov's hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.

Register or Renew/Verify Your Registration with Grants.gov

It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov. This includes registration with the Central Contractor Registration (CCR), where your organization's information must be renewed annually. **Finalize a new or renew an existing registration at least two weeks before the application deadline**. This should allow you time to resolve any issues that may arise with Grants.gov or CCR. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's Get Registered. **Allow a minimum of two weeks for this multi-step, one-time process. If your organization**

already has registered, renew your registration with CCR at Update or Renew Registration and **verify that your registration with Grants.gov is current.**

If you have problems with registration:

• CCR Assistance Center: call 1-888-227-2423, send a message through the Web site at www.ccr.gov, or see the information posted on the CCR Web site at Help.

• Grants.gov Contact Center: call 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at Applicant Help. The Contact Center is available 24 hours a day, seven days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain in the final step of the registration process to submit your application.

Download the Application Package

1. Verify your software.

   You must have a version of Adobe Reader that is supported by Grants.gov (a small, free software program) installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

   Please go to "**Download Software**" to see the compatible versions of Adobe Reader and, where necessary, to download and install the appropriate Adobe Reader software.

2. Access the application package on Grants.gov by clicking on the link below:

   DOWNLOAD

   [Funding Opportunity Number: NEAPS1005]

   Download the application package and follow the instructions below. It is not necessary to download the instructions from Grants.gov as **you will merely be directed back to** the instructions in this document**.**

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form and **save the application package to a location on your computer or network where you can find it readily**. Save your application each time that you work on it. You will get the message: "The File already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version.

4. In the "**Mandatory Documents**" box, you will see three forms. You must move these forms to the "**Mandatory Documents for Submission**" box before you can open them. Once moved, the three forms merge into a single document. You can access each form by clicking on it to highlight it and then clicking on the "**Open Form**" box OR you can scroll down your screen and you will come to each form in succession.

   The Three Mandatory Forms are:

   • Application for Federal Domestic Assistance/Short Organizational Form (SF-424): This form asks for basic information about your organization and project. Instructions for completing this form begin on page 14.

   • Project/Performance Site Location(s) Form**:** This form collects information about the primary site location where the project will be performed. Instructions for completing this form begin on page 16.

   • Attachments Form: This is not a form in the conventional sense, but rather a place to attach everything that is required for your proposal. Instructions for completing this form begin on page 17.

Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.

2. To begin the submission process, click the "**Save & Submit**" button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration**. (REMINDER: You must have successfully completed the registration process in order to receive your Grants.gov Username and Password.)

3. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your**

application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.

If you have difficulty submitting, go to **Adobe Reader Error Messages** or **Applicant Resources** for several tools and documents to help you.

4. Ensure that your application was validated and accepted by the Grants.gov system. Go to **Track Your Application** to track the validation and progress of your application submission through Grants.gov. After the Arts Endowment retrieves your application from Grants.gov, log in to the Grants.gov system by using your Username and Password to receive your Agency Tracking Number (this will be the Arts Endowment-assigned application number).

Instructions for the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

1. Name of Federal Agency: Pre-populated.

2. Catalog of Federal Domestic Assistance Number: Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe.

b. Address:
Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, enter your **full 9-digit zip code**. (You may look it up at www.usps.com/zip4/.)

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the CCR (Central Contractor Registration) as part of the Grants.gov registration or your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your two-digit state/territory abbreviation and "-000." If you need help, visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter "Creativity and Aging in America: Lifelong Learning in the Arts."

b. Project Description: Provide a two or three sentence summary description.

c. Proposed Project Start Date/End Date: Enter a start date no earlier than December 1, 2010. Your project may extend for up to 18 months.

7. Project Director:

Provide the requested information for the Project Director. Please leave the Social Security Number box blank. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any Cooperative Agreement that may be awarded. Please leave the Social Security Number box blank. Select a Prefix even though this is not a required field.

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official,

please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the "**Assurance of Compliance**" section.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Instructions for the Project/Performance Site Location(s) Form

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

This form collects information about the primary site, as well as additional sites, where project activity will take place. In most -- but not all -- cases, the primary site will be the address of the applicant organization. If a portion of the project will be performed at any other site(s), identify the site location(s) in the additional block(s) provided. Use up to 29 additional blocks as required (one for each site). Your responses will not be a factor in the review of your application.

For the Organization Name:

Enter the name of the organization where the activity will take place. This may be the applicant organization or another organization. The remaining fields in a block (e.g., DUNS number) are associated with the organization where the activity will take place.

For the Project/Performance Site Congressional District:

Use the following format: 2 character State Abbreviation-3 character District Number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." If the project directly impacts all districts in a state, enter "all" for the district number. For example: "MD-all" for all Congressional districts in Maryland. If nationwide (all districts in all states), enter "US-all." If the state has a single At-Large Representative or the territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If the project is outside the U.S., enter "00-000." If you need help determining a district, go to **www.house.gov** and use the "Find Your Representative" tool.

How to Use the Attachments Form

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer. Several important points:

1. Most of these attachments are documents (e.g., narratives) that you will develop in accordance with the instructions provided. Attachment 4 is a fillable form; you will find a link to it.

2. For documents that you develop, label pages clearly with the name of the item (e.g., Narrative) and your organization's legal name. Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially.

3. **Your non-form documents must be submitted as PDF (portable document format) files.** These documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to **PDF Conversion Programs**. No attachment should be more than 2 MB.

4. **Name your files as indicated below and attach them in the proper order.** Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it. The information that you provide will be reviewed in accordance with the Review Criteria for this project.

   ATTACHMENT 1: To this button, attach a **one-page Organizational Background statement**. The file name should indicate the name of your organization or a recognizable acronym followed by "OrgBackground.pdf" (e.g., "ABCOrgBackground.pdf"). Provide:

   • Date organization was incorporated, if applicable.
   • Mission/purpose of your organization.
   • An overview of your organization's activities.
   • Some specific examples of previous activities that demonstrate your organization's ability to carry out this project.
   • A description of the community/region/audience that you serve.

   ATTACHMENT 2: To this button attach an **Application Narrative of no more than five pages**. (Excess pages will be removed and not be reviewed.) The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative"). Please organize your response a), b), c),

etc. and use the boldfaced language below as a heading for each item. Address your preliminary suggestions/plans for:

a) Possible members for the national **task force**.
b) **Criteria for the online directory** of exemplary arts program for older adults.
c) **Methodology for discerning best practices**.
d) **Means by which you will research, develop, and post** online the directory and best practices database.
e) Content and formats for an **online training course**.
f) Content and formats for a basic **online self-evaluation tool**.
g) **Marketing** and distributing the project resources.

ATTACHMENT 3: To this button, attach **brief bios** (at least two per page) for the key personnel to be involved in the project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

ATTACHMENT 4: To this button, attach the completed **Project Budget Form**, Pages 1 and 2.

   CLICK TO DOWNLOAD: [FORM] [INSTRUCTIONS]

The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

ATTACHMENT 5: To this button, attach any additional supporting information that you think necessary. (Optional) The file name should indicate the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.

If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.